

How to Manage Your ALECS Profile

A guide to changing:

◆ Email

◆ Password

◆ Security Questions

1. Log into your account at: alecs.occc.texas.gov

You will be directed to the “Submit Application” screen upon log in.

The screenshot shows the 'Submit Application' screen. On the left is a dark sidebar with navigation links: Dashboard, Manage Profile, Submit Application (highlighted), Manage My Business, Notifications, History, Principal Confirmation, Principal Business, and Spouse Confirmation. The main content area is titled 'Submit Application' and contains two columns of buttons. The left column has 'Registration' (with sub-buttons: Registered Creditor, Refund Anticipation Loan, Debt Management) and 'License'. The right column has 'License' (with sub-buttons: Regulated Lender, Motor Vehicle Sales Finance, Credit Access Business, Property Tax, Commercial Motor Vehicle Sales Finance, Pawn Shop) and 'Pawn Employee' (with sub-button: Acquire New License). At the bottom, a small text box states: 'The system automatically saves all the information you enter and upload at the click of the next button. If you logoff or close the application on any page, you can find the incomplete application under My New Requests on the Dashboard tab.'

2. Click on “Manage Profile”. You will be directed to the “Manage Profile” screen.

The screenshot shows the 'Manage Profile' screen. The sidebar is the same as in the previous screenshot, but 'Manage Profile' is now highlighted. The main content area is titled 'Manage Profile' and contains three buttons: 'Change Password', 'Change Email', and 'Change Security Questions'.

◆ For email, see #4.

◆ For security questions, see #5.

3. For a password change, click on “Change Password”. You will be directed to the “Change Password” screen.

Enter the passwords as prompted on the screen, and then click “Update”.

The screenshot shows the 'Change Password' screen. The sidebar is the same as in the previous screenshots, but 'Change Password' is now highlighted. The main content area is titled 'Change Password' and contains three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. Below the input fields are two buttons: 'Update' and 'Cancel'.

4. For an email change:
 - a. Click on “Manage Profile”
 - b. Click on “Change Email”. You will be directed to the “Change Email” screen.
 - c. Enter the emails as prompted and then click “Update”.

Dashboard

Manage Profile

Submit Application

Manage My Business

Notifications

History

Principal Confirmation

Principal Business

Spouse Confirmation

Change Email

Old Email Address *

New Email Address*

Confirm Email *

Update Cancel

5. For security question changes:
 - a. Click on “Manage Profile”
 - b. Click on “Change Security Questions”. You will be directed to the “Change Security Questions” screen.
 - c. Enter the new answers as prompted and then click “Update”.

Dashboard

Manage Profile

Submit Application

Manage My Business

Notifications

History

Principal Confirmation

Principal Business

Spouse Confirmation

Change Security Questions

Security Questions *

What is your pet's name?

Answer will be shown here. Enter new and update.

Who was your childhood hero?

Answer will be shown here. Enter new and update.

What is the name of your favorite childhood teacher?

Answer will be shown here. Enter new and update.

Update Cancel